

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**

**AIR FORCE MATERIEL COMMAND HQ
OPERATING INSTRUCTION 10-5**

10 NOVEMBER 2005

Operations

**AFMC COMMANDER DESIGNATED
REPRESENTATIVES**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This operating instruction (OI) implements AFMCI 10-203, *Availability of Designated AFMC Senior Personnel* and establishes procedures for identifying the designated representative to act on behalf of the AFMC Commander during periods of the Commander's absence. The instruction also identifies the duties and responsibilities of the designated representative.

1. Purpose. Establish Air Force Materiel Command (AFMC) leadership succession during the Commander's (CC) absence.

2. Policy. During periods when AFMC/CC is absent from Wright-Patterson Air Force Base (WPAFB), leadership responsibility to act as the Commander's designated representative will pass in the following order:

- 2.1. AFMC Vice Commander (AFMC/CV) IAW AFMCMD 401, para. 2.5, *Headquarters Air Force Materiel Command*.
- 2.2. AFMC Executive Director (AFMC/CD) IAW AFI 51-604, para. 6.2, *Appointment to and Assumption of Command*.
- 2.3. Headquarters AFMC Chief of Staff (HQ AFMC/CS) IAW AFI 51-604, para. 6.2, *Appointment to and Assumption of Command*.
- 2.4. Senior leader designated by AFMC/CC IAW AFI 51-604, para. 6.2, *Appointment to and Assumption of Command*.

3. Duties of Designated Representative.

- 3.1. Acts for the Commander in the Commander's name (AFI 51-604, para 3.4.2).

- 3.2. Has full authority to act for the Commander, except where statute or higher headquarters guidance requires personal action by AFMC/CC (AFI 51-604, para. 6.4.2).
- 3.3. Exercises supervisory authority and issues work direction (AFI 51-604, paras. 1.8 and 6.4.1).
- 3.4. Except in urgent circumstances, the designated representative will not change or cancel direction that AFMC/CC has given.
- 3.5. The designated representative will consult with AFMC/CC on matters of significance. The designated representative must be able to reach the Commander by telephone, if necessary (AFI 10-205, para. 3.3, *Availability of Major Command Commanders*).
- 3.6. The designated representative does not possess command authority (AFI 51-604, para. 4.1).

4. Reporting Availability of AFMC Commander to Air Force. AFI 10-205, *Availability of Major Command Commanders*, prescribes policy and procedures used to keep HQ USAF advised of the Commander's location and availability; AFMCI 10-203, *Availability of Designated AFMC Senior Personnel*, provides specific guidance:

- 4.1. Weekly, the Chief of Staff (HQ AFMC/CS) prepares and transmits the initial Commander's Availability Message to the AFMC Command Center (see [Attachment 2](#)).
*
- 4.2. In turn, the AFMC Command Center transmits the Commander's availability message to the Air Force Operations Center (AFOC) IAW AFI 10-205, *Availability of Major Command Commanders*.
- 4.3. As changes become known, HQ AFMC/CS passes changes to the Commander's initial itinerary including the Commander's designated representative to the AFMC Command Center who in turn passes changes to the AFOC.

5. Notifying AFMC Commander's Designated Representative.

- 5.1. In the event the AFMC Commander, Vice Commander, Executive Director, and Chief of Staff are all off station (a "quadruple absence"), HQ AFMC/CS will recommend to AFMC/CC the next most senior leader to be designated as the Commander's representative (see para [2](#)).
- 5.2. When a quadruple absence occurs, the Chief of Staff will:
 - 5.2.1. At least 21 days prior to a known quadruple absence, confirm with the next most senior leaders' offices to determine who is on-station.
 - 5.2.2. Thru AFMC/CD and CV, seek AFMC/CC approval regarding the proposed on-station designated representative.
 - 5.2.3. Telephonically confirm with, followed by an email to ([Attachment 2](#)), the designated representative's * office that he or she is representing the AFMC/CC during the quadruple absence. In addition, the Chief or Deputy Chief of Staff will email directly the AFMC/CC approved designated representative informing him/her that he/she will be Commander's designated representative for a specified period while AFMC CC, CV, CD, and CS are not on-station.
 - 5.2.4. At least 21 days prior to a known quadruple absence, post the designated representative's name to the AFMC Senior Leader Availability Report shown at the weekly Staff Meeting.

6. Command Authority. Command authority remains at all times with AFMC/CC unless relieved by competent superior authority IAW AFI 51-604, paragraph 4.1. No other officer may temporarily assume Command or be appointed to Command in the absence of the incumbent unless authorized with appropriate superior authority and coordinated with the Air Force General Officer Matters Office (AFI 51-604, para. 4.1.1).

JEFFREY R. RIEMER, Maj Gen, USAF
Director of Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 51-205, Availability of Major Command Commanders

AFI 51-604, Appointment to and Assumption of Commanders

AFMCMD 401, Headquarters Air Force Materiel Command

AFMCI 10-203, Availability of Designated AFMC Senior Personnel

Attachment 2

COMMANDER'S AVAILABILITY MESSAGE *EXAMPLE*

7 Sep 05

MEMORANDUM FOR HQ AFMC COMMAND CENTER

FROM: HQ AFMC/CS

SUBJECT: AFMC/CC Availability, Week of 6 Sep – 30 Sep 05 (2d Update)

1. AFMC/CC Availability as follows (please note update is for triple absence on 12 Sep):

31 Aug/Wed thru 7 Sep/Wed	<p>TDY – Wash D.C. - 4-Star & MAJCOM/CC Conference; Nellis AFB NV DLB Mtg Uprange; Scott AFB AFB IL Change of Command</p> <p>1255 DST – Depart WPAFB Base Ops, Mission #WAB 151768</p> <p>31 Aug-1Sep: RON – Andrews Lodging, Taylor Suite, Bldg 1350, Rm 1008, 1715 DST, 2 Sep – Depart Andrews AFB Base Ops, Mission #EAC 152425</p> <p>2345 DST – Arrive Nellis AFB, NV</p> <p>2-6 Sep: RON – Nellis Lodging, (702) 652-2711</p> <p>0900 DST, 7 Sep – Depart Nellis AFB Base Ops, Mission #EAA 152651</p> <p>1205 DST – Arrive Scott AFB Base Ops</p> <p>1530 DST – Depart Scott AFB Base Ops, Mission EAC 152685</p> <p>1730 DST – Arrive WPAFB Base Ops</p> <p>Dsgntd Rep - 1255, 31 Aug thru 5 Sep: Lt Gen Gabreski, AFMC/CV, DSN 787-6888</p> <p>Dsgntd Rep – 6 Sep: Mrs Barbara Westgate, SES, AFMC/CD, DSN 787-6035</p> <p>Dsgntd Rep – 1630, 6 Sep thru 1730, 7 Sep: Lt Gen Gabreski, AFMC/CV, DSN 787-6888</p>
8 Sep/Thurs thru 10 Sep/Sat	On Station

11 Sep/Sun thru 13 Sep/Tues	TDY – Wash DC – AFA Air & Space Conference Details – TBD Dsgntd Rep – 11 & 13 Sep: Lt Gen Gabreski, AFMC/CV, DSN 787-6888 Dsgntd Rep – 12 Sep: Mrs Barbara Westgate, SES, AFMC/CD, DSN 787-6035
14 Sep/Wed	TDY – Arnold AFB, TN Details – TBD Dsgntd Rep – Lt Gen Gabreski, AFMC/CV, DSN 787-6888
15 Sep/Thurs Thru 16 Sep/Fri	TDY – Randolph AFB TX – AETC CPER/MAJCOM Day Details – TBD Dsgntd Rep - Lt Gen Gabreski, AFMC/CV, DSN 787-6888
17 Sep/Sat thru 20 Sep/Tues	On Station
21 Sep/Wed thru 23 Sep/Fri	TDY – Wash DC – Congressional Meetings & Offutt – GO Call Details – TBD Dsgntd Rep – TBD
24 Sep/Sat thru 28 Sep/Wed	On Station
29 Sep/Thurs thru 30 Sep/Fri	TDY – Hill AFB UT – Site Visit Details – TBD Dsgntd Rep – Col Dartanian Warr, HQ AFMC/CS, DSN 787-4661

2. Questions should be referred to Jeannie Liming, ext: 6-0312.

//signed//

JEANNIE LIMING

HQ AFMC/CS